

## SML Re-opening Plan 2020

This plan is for an initial “soft” opening, once staff receives word to proceed. It will most likely stay in effect as long as some restrictions on gatherings exist. Details may be edited as staff works through days with patrons in-house.

The library will open to the public at 10:00 a.m. (instead of 9:00 a.m.). Shelving for the day will take place during the time before members of the public are allowed in the building. The (temporary) staff schedule for this time will be different from the announced summer schedule to accommodate this change.

Only the west entrance will be used, and it will stay locked with staff members checking in patrons who have made appointments to enter the building.

Staff will be “assigned” a phone, computer, duties, etc. for each shift. Sanitation should take place before the next shift relieves them. Again, the announced staff schedule will be different because of the virus.

Staff would like to require all patrons wear face coverings/masks when in the building and staff will wear face coverings/masks when assisting patrons at a minimum, and longer if desired.

Patrons will make appointments (phone, text, email, etc.) to come in to the library:

- 3 groups (families) of no more than six people each may come in at a time for the library collection/on the half hour
- 2 patrons (may have one helper with them) at a time for the computer lab/on the hour

Groups are encouraged to stay together and they have 15 minutes to browse/collect what they want and 5 minutes to check out. Staff will clean for 10 minutes between visits, having monitored where each group went. Patrons in the lab will have up to 50 minutes per appointment, with 10 minutes allowed for cleaning before the next time slot. If neither of the subsequent two slots are taken for lab use, patrons may extend their stay.

Six-foot markings will be made on the floor in front of the circulation desk. Staff will take books to assigned computers in the staff room to check out rather than using the front desk stations.

Public restrooms will be closed. The family restroom may be available for emergency situations. The public drinking fountain should be shut off if possible.

Items to be returned may only be put in alley drop box, not returned inside the library. They will all be quarantined as has happened for the last weeks, following established routines.

Some seating from the stack areas and the computer lab will be removed (to the main level meeting room) to encourage social distancing.

No toys will be out for kids. No newspapers will be out for daily reading. New magazines will be immediately cataloged for check-out, so the Fireplace Room should be off limits for loitering.

Meeting rooms will not be available to the public. City employees may use facilities as needed.

Volunteers will not return yet – until further notice.

*Changes to these restrictions will be made with input from staff members at an appropriate time and after evaluating the above actions.*